# Learning Aid: Using Business Workplace to view Executed Items

This Learning Aid shows the user how to review items they have executed in their SAP Business Workplace Inbox. They will also be able to determine what stage the work item is in and what person or agent is currently working on the selected item.

*Helpful Hints:*

- This Learning Aid can be used to review any kind of work item in the Business Workplace section of SAP, but for this example a Training Request will be used.

Step by step instructions:

1. From the *SAP Easy Access* screen, click the **SAP Business Workplace** icon. The *Business Workplace* screen appears.

2. Click the **Outbox** Outbox button.

3. Click **Work items executed by me**. On the right-hand side of the screen, a list of work items that you have executed appears. These work items may have various titles (ex: Please fill out or revise the 1556 form; Enter Supervisor for Training Request, Approval Required 10000345; etc.) depending upon the type of items that have been executed previously.

4. Double-click the work item that you wish to view their status.

**NOTE**: From this point forward, the screen names and fields may differ slightly depending upon the type of work item selected in Step 3. The following fields refer to a work item with the title "*Please fill out or revise the 1556 form for Joe Smith*".

5. The *Please fill out or revise the 1556 form for Joe Smith* screen appears. Click the **Workflow log** Log button. The *Workflow Log* screen appears. This screen displays a list of the steps that have already occurred in the Workflow Process for this item.

6. Review the **Status** column. If the status is "*Completed*", the work item has been finalized.

    a. Click the **Details** icon next to the step. *The Details for step:…*window appears below. The Agent listed has completed this action.

7. Review the **Status** column. If the status is "*Ready*":

    a. Click the **Agent** icon next to the step. The *Which Agents Do You Want To Display* window appears.

b. Click the **Agents** Agents button to get the name(s) of those who have this work item in their Inbox. The *Selected Agents: Please Review Training Request* window appears.

c. The name of the reviewing agent appears in a list. The **Inbox** icon to the right of the persons name verifies that this work item is in their Inbox.

d. Click the **Cancel** icon to return to the *Workflow Log* screen.

8. Click the **Exit** icon to exit the work item and return to the *Business Workplace* screen.